

November 2018 v1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 DW reports and/or CFS Production reports Complete Month-End data LABOR: Reverse October Month-End Estimate SURCHARGES Normal DW refresh	2 Normal DW refresh	3 Normal DW refresh
4 Normal DW refresh	5 LABOR: PROCESS PP21 Normal DW refresh	6 LABOR: POST PP21 SURCHARGES Normal DW refresh	7 GL: Final Close October 2018 Normal DW refresh	8 Normal DW refresh	9 Normal DW refresh	10 Normal DW refresh
11 Normal DW refresh	12 HOLIDAY Normal DW refresh	13 Normal DW refresh	14 CFS Production Restricted 6:00 am – 10:00 am ET FY2018 YE CLOSING Activities NO FY2019 Transactions Normal DW refresh	15 Normal DW refresh	16 Normal DW refresh	17 Normal DW refresh
18 Normal DW refresh	19 LABOR: PROCESS/ POST PP22 SURCHARGES Normal DW refresh	20 LABOR: November Month-End Estimates SURCHARGES Normal DW refresh	21 Normal DW refresh	22 HOLIDAY Normal DW refresh	23 Normal DW refresh	24 Normal DW refresh
25 Normal DW refresh	26 SLT & DLCA: To be approved for November are due to FMB by 4:00 pm ET Normal DW refresh	27 DISBURSEMENTS: Last run for November LABOR: Process/Post November NOAA Corps Normal DW refresh	28 Normal DW refresh	29 SLT & DLCA: 12:00 Noon ET Final Approval CA: November Month-End Surcharges Processed prior to the "6:00 am ET" closing Normal DW refresh	30 CFS GL MONTH-END PRELIM CLOSING 6:00 am ET Close AP, PR, PO WIP CA O/U Process 12:00 Noon ET Close BE, AR, ALLOC, GJ, GL Normal DW refresh	

Please note: November 2018 GL Closing will start on November 30, 2018 at 6:00 am ET

6 am ET Closing

Tier ONE modules will be placed in **PRELIMINARY** close for the **November 2018 General Ledger**

- PR – Purchase Requisitions (Commitments)
- PO – Purchase Orders (Obligations, etc.)
- AP – Accounts Payable (Invoices and Receiving Tickets, etc.)

Please note: AR is open for WIP only. No other AR transactions.

12 Noon ET Closing

Tier TWO modules will be placed in **PRELIMINARY** close for the **November 2018 General Ledger**

- BE – Budget Execution (Resources, Apportionments, Allotments, BOPs)
 NOTE: Month-End G/L closing process does NOT prohibit end users from entering BOPs.
- AR – Accounts Receivable
- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
- GJ – General Journal (GJs may be entered until 12 noon ET)
- GL – General Ledger